

MEMO# 26017

April 3, 2012

Notice of Internal Audit Advisory Committee Meeting in DC May 23rd Followed by Informal Dinner; RSVP by May 4th

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TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 1-12 RE: NOTICE OF INTERNAL AUDIT ADVISORY COMMITTEE MEETING IN DC MAY 23RD FOLLOWED BY INFORMAL DINNER; RSVP BY MAY 4TH

The next meeting of the Institute's Internal Audit Advisory Committee is scheduled for Wednesday, May 23rd from 10:00 to 2 p.m. at the ICI's offices, 1401 H Street, NW, Washington, D.C. If you plan to attend the meeting, you must let us know no later than May 4th by registering through the following link: www.ici.org/reg/iaac. When you register you will also be asked to submit issues for discussion at the meeting, which will be included in the meeting agenda. Once a draft agenda is prepared, it will be circulated to meeting attendees in advance of the meeting.

Please note that there will be a joint meeting of the ICI's Internal Audit Advisory Committee and Risk Management Committee following the meeting of the Internal Audit Committee. This joint meeting will take place on Wednesday, May 23rd from 2:15-5 p.m. and be followed by an informal dinner of the two Committees. As you may recall, we conducted a similar joint meeting and informal dinner of these two committees last year and, based on favorable comments from members, decided to repeat the format this year.

When you RSVP for the Internal Audit meeting, please also let us know whether you plan to attend the joint meeting and informal dinner. All persons attending the dinner will be billed for their pro-rata share of the total cost.

If you have any questions or thoughts about the meeting, please contact the undersigned at 202-326-5825 (tamara@ici.org). For those of you travelling from out of town, below is a list of hotels that are within walking distance of the ICI. Please note that the Institute has not made any special arrangements with any of these hotels and Committee members are responsible for making their own hotel arrangements.

I hope to see you at the upcoming meeting and look forward to receiving your agenda issues!

Hotel Suggestions

Hotels that are within walking distance of the ICI are as follows:

Hilton Garden Inn 815 14th Street NW 202-783-7800 Sofitel Lafayette Square (\$\$) 806 15th Street, NW 202-730-8800 Crowne Plaza Hotel 14th & K Streets, NW 202-682-0111 JW Marriot 1331 Pennsylvania Ave., NW 202-393-2000 Willard Intercontinental (\$\$) 1401 Pennsylvania Ave., NW 202-628-9100 Hotel Washington Pennsylvania & 15 Streets, NW 202-638-5900

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